

PROJECT MODIFICATION REQUEST

GUIDANCE

WHAT IS A PROJECT MODIFICATION REQUEST?

Budget revisions are often necessary throughout the lifetime of a grant. Budget revisions require approval which is obtained by submitting a Project Modification Request (PMR) in Egrants. PMRs are comprised of a revised budget and detailed justification for the revisions.

WHEN IS THE DEADLINE TO SUBMIT A PROJECT MODIFICATION?

All Project Modification Requests and the executed signature page (if required) should be submitted in Egrants at least 30 days prior to the termination of the project period. Project modification requests not submitted at least 30 days **prior to** the project end date may not be reviewed or approved by PCCD. Project modification requests will not be accepted by Egrants or PCCD after the end of the project period.

WHAT MODIFICATIONS CAN I MAKE TO MY GRANT?

Projects awarded on a noncompetitive basis may be modified as needed, provided modifications are consistent with parameters set forth in the applicable Funding Announcement.

Projects awarded on a competitive basis are subject to much stricter grant modifications. Due to awarded projects being scored and selected on the details in the application, it is not possible to modify the grant in a way that changes the scope of the project as proposed in the application.

If you are unsure of whether a modification you would like to make is allowable, please email the details regarding the modification to the Fiscal Contact listed on the project.

WHEN SHOULD A PROJECT MODIFICATION REQUEST BE SUBMITTED?

As budget revisions require approval, it is necessary to submit a PMR prior to expending any money not currently listed in your budget.

PMRs should be submitted when there is a change:

- Between budget categories that exceeds 10% of the total project cost
- To purchase additional items or items not included in the approved project budget
- To the personnel positions listed in the approved project budget (including salary)
- Which would affect the project's objectives or scope, e.g., a change in the target population and/or services to be provided
- In the dates of the project's duration

WHY SHOULD A PROJECT MODIFICATION REQUEST BE SUBMITTED?

A budget which accurately reflects grant expenses is necessary to effectively manage funds. Grant funds spent on unapproved items may be subject to recovery.

HOW ARE PROJECT MODIFICATION REQUESTS SUBMITTED?

PMRs are created in and submitted through Egrants. A separate guide has been created to walk you through the Egrants PMR process and can be found at [Project modification walkthrough \(pa.gov\)](#)

If you have any grant specific questions or would like clarification on any of the information provided above, please email the Fiscal Contact listed on the project.